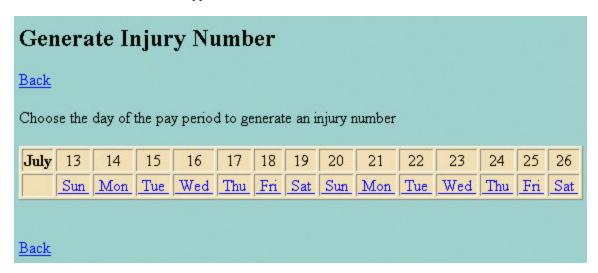
RECORDING TRAUMATIC INJURY LABOR HOURS

Traumatic Injury for all ready established injury number in DOE Pay system:

- 1. Access Labor Module.
- 2. Change Pay Period Date to Pay Period of traumatic injury.



- 3. Click the Create LU button. (LU type hour is 'Date of Injury'. No hours are required for LU, but may be input. Type Hour LT is for time off after injury date).
- 4. A 2-week calendar bar appears.



- 5. Select the date of the original traumatic injury number.
- 6. System returns to Labor Window.

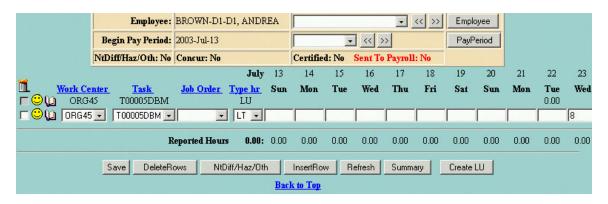


- 7. Select the appropriate Task.
- 8. Click Save.



To add time taken after date of injury:

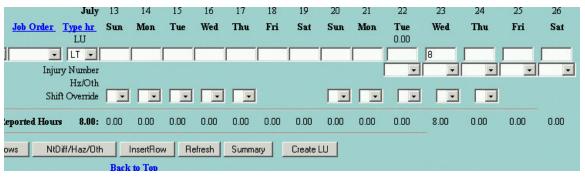
1. Insert a new row and select Task and Type hr 'LT' and enter hours on next working day.

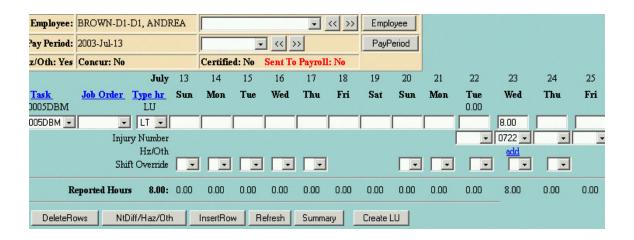


2. Click Save and the system prompts you to enter injury number.



- 3. Click the NtDiff/Haz/Oth button and injury number row is displayed.
- 4. Select Injury Number from drop down. Click Save.





The 45-day clock starts with the date of the LU. ATAAPS does not count the days, but DCPS does.